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TAB D

I. Mission

As a staff member, under the direct supervision of the Executive, the Budget Officer is charged with the development, preparation, and execution of the Agency budget, and with furnishing advice and assistance to all components of the Agency on all matters of financial and budget policy.

II. Responsibilities and Authority

Within the limits of his assigned mission, the Budget Officer is responsible for, and has commensurate authority to accomplish the fulfillment of the duties set forth below. He may delegate, except when expressly prohibited from so doing, to members of his staff appropriate portions of his responsibilities together with proportionate authority for the fulfillment, but he may not delegate or relinquish his over-all responsibility for results.

A. Functions

The Budget Officer will:

1. Develop and prepare adequate and accurate procedures for the formulation of the annual budget estimates for the Agency.
2. Assist the Director as requested in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
3. Establish and administer the program for budgetary execution by components of the Agency.
4. Recommend and plan the establishment of Agency financial and budget policy in coordination with other Agency officials.
5. Establish, coordinate and control liaison with Bureau of the Budget and other Government agencies concerning CIA budget matters.
6. Establish and maintain policies and procedures within the Agency with respect to the utilization of funds in accordance with Government laws, regulations and general policies.

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7. Coordinate with Legal Staff when necessary on legal aspects of budget matters.
8. Coordinate with the Coordination, Operations and Policy Staff and the Management Staff in the development and implementation of budget programs and activities for efficiency and economy of Agency operations.
9. Develop and coordinate budget activities necessary in the conduct of NSC operations.
10. Review and recommend additions or changes to existing Agency regulations regarding budget matters.
11. Establish internal policies and procedures for the operation of his staff.

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